

**University of South Carolina**  
**Time and Labor - MSS**  
**Adjust Leave of Absence on Timesheet on Behalf of**  
**Exempt Temporary Employee**

**How to adjust leave of absence on timesheet on behalf of an exempt temporary employee:**

This job aid outlines how a manager can adjust leave of absence on a timesheet on behalf of an exempt temporary employee. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

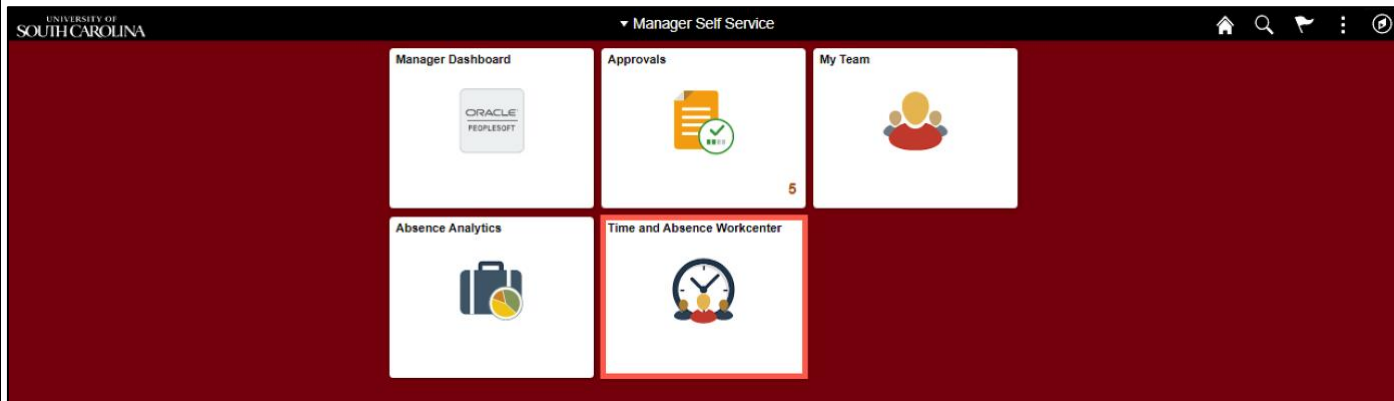
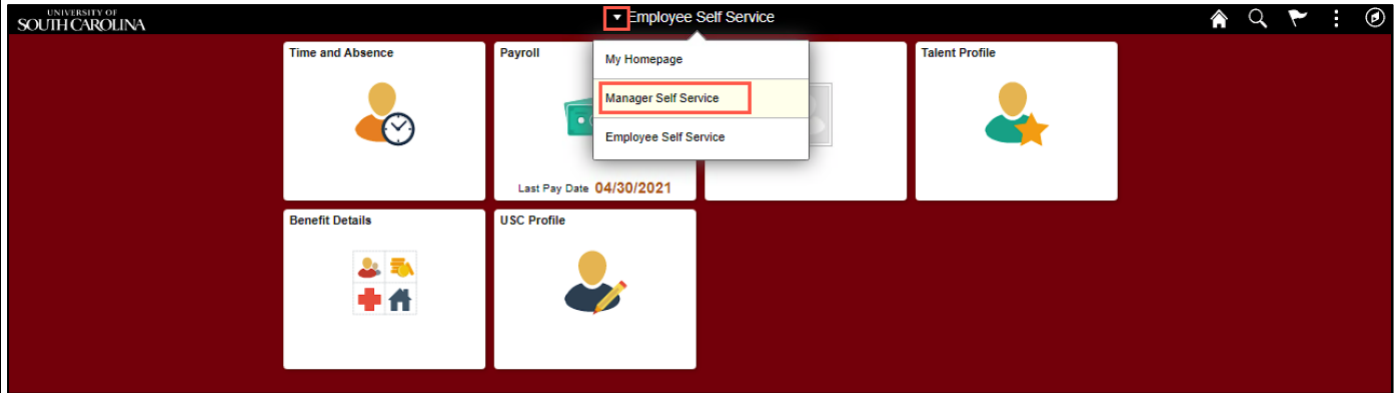
**Navigation:** Employee Self Service > Manager Self Service > Time and Absence Workcenter

**Processing Steps**

**Step 1:** On the Employee Self Service landing page, click the **Choose Other Homepages** drop down arrow and select **Manager Self Service** from the list.

**Step 2:** Click the **Time and Absence Workcenter** tile.

**Screenshots**



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**Time and Absence Workcenter** provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence Workcenter include Approving, Reporting, viewing time and absence related transactions, queries, and reports.

**Step 3:** Click the **Approve Time and Absence** drop-down arrow.

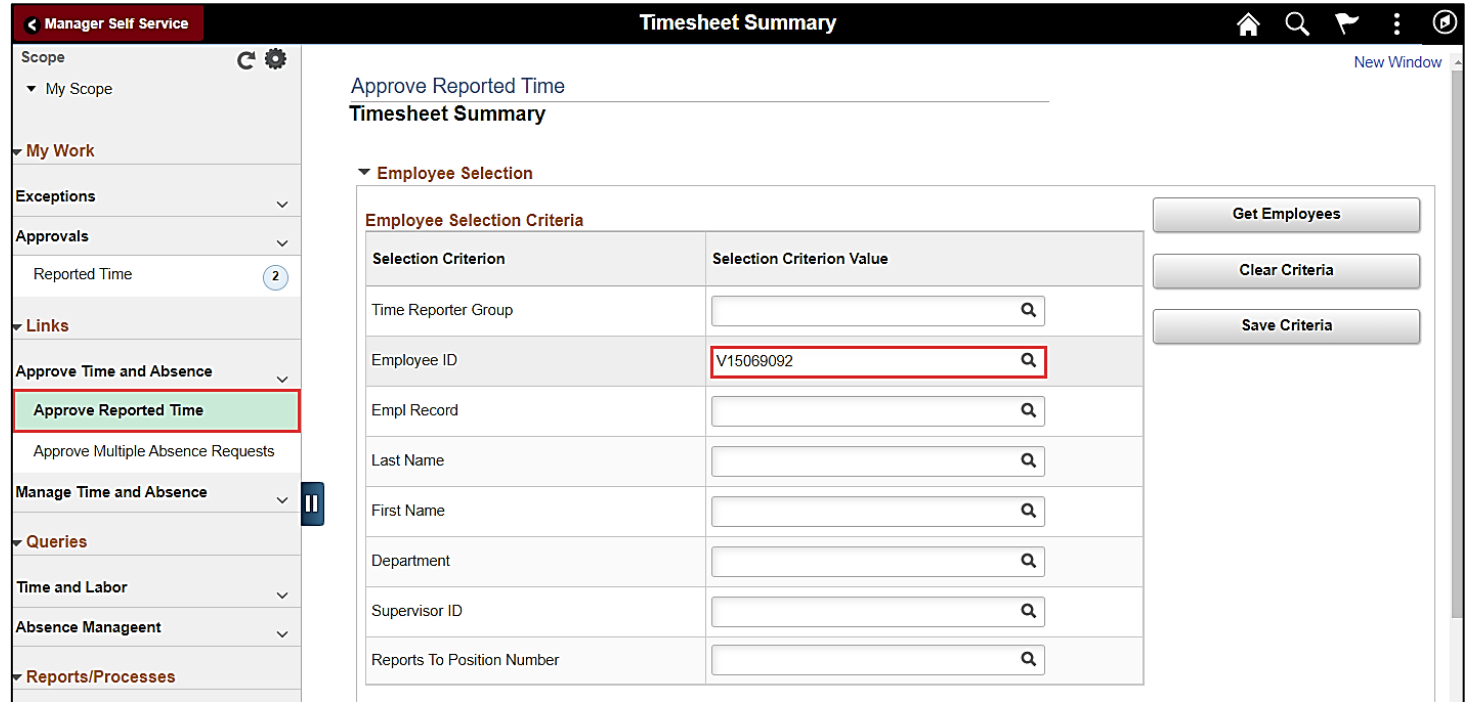


Pending Approvals			
2 rows			
<b>Reported Time</b>	Quantity for Approval 12.00 Hours	Routed	>
	05/13/2021 - 05/14/2021	05/30/2021	
<b>Reported Time</b>	Quantity for Approval 3.00 Hours	Routed	>
	06/01/2021 - 06/01/2021	06/02/2021	

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**Step 4:** Click the **Approve Reported Time** option from the list.

**Step 5:** To edit leave of absence reported hours/days for a specific employee, begin by clicking the **Employee ID** field and enter the employee's **USCID**.



**Manager Self Service** Timesheet Summary

Scope ⌵ ⚙️

- My Scope
- My Work
- Exceptions
- Approvals
- Reported Time 2
- Links
- Approve Time and Absence
  - Approve Reported Time**
  - Approve Multiple Absence Requests
- Manage Time and Absence
- Queries
- Time and Labor
- Absence Management
- Reports/Processes

**Approve Reported Time**

**Timesheet Summary**

**Employee Selection**

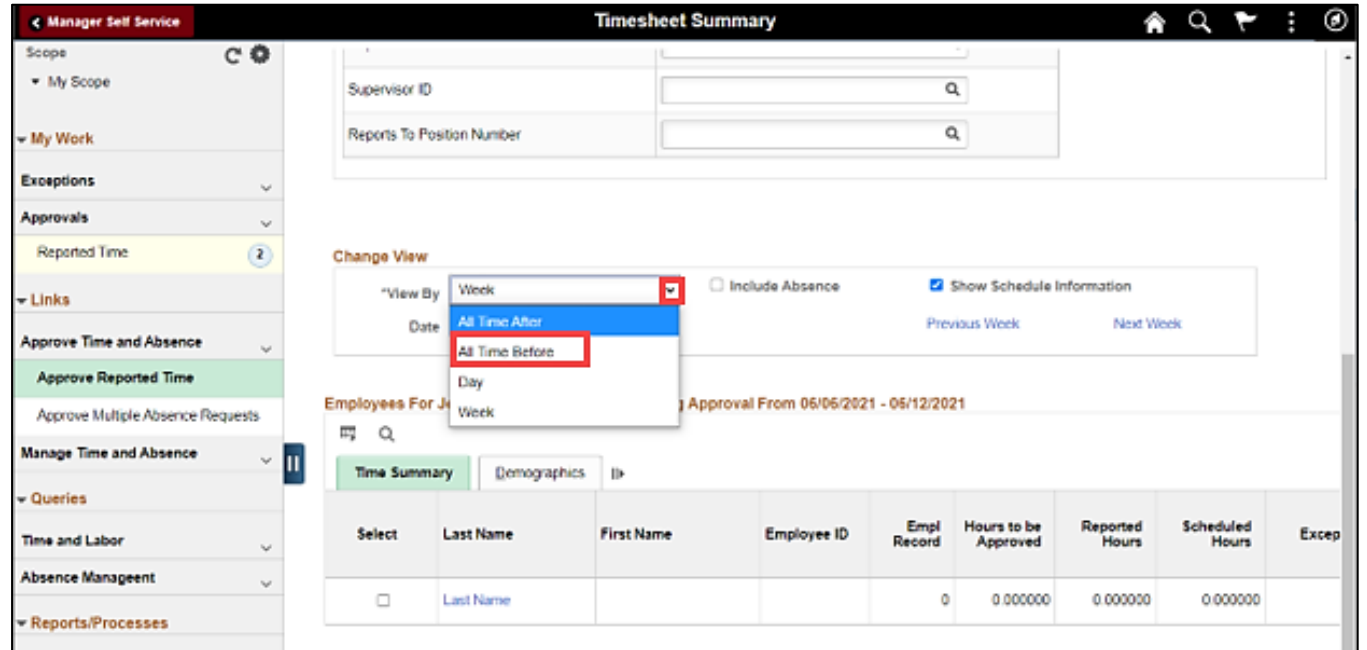
**Employee Selection Criteria**

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	V15069092
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Reports To Position Number	<input type="text"/>

Buttons: Get Employees, Clear Criteria, Save Criteria

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**Step 6:** To view all timesheets before the current date, click the **View By** drop-down arrow and select **All Time Before** from the list.



**Change View**

View By: Week  Include Absence  Show Schedule Information



Date: All Time After  Previous Week  Next Week


Approval From 05/06/2021 - 05/12/2021





Select	Last Name	First Name	Employee ID	Empl Record	Hours to be Approved	Reported Hours	Scheduled Hours	Excep
<input type="checkbox"/>	Last Name			0	0.000000	0.000000	0.000000	

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**Step 7:** Click the Employee's **Last Name** link to view the Timesheet page.



Scope  

- ▼ My Scope
- ▼ My Work
- Exceptions ▼
- Approvals ▼
- Reported Time 2
- ▼ Links
- Approve Time and Absence ▼
- Approve Reported Time
- Approve Multiple Absence Requests
- Manage Time and Absence ▼ 
- ▼ Queries
- Time and Labor ▼
- Absence Management ▼
- ▼ Reports/Processes



First Name	<input type="text"/>	
Department	<input type="text"/>	
Supervisor ID	<input type="text"/>	
Reports To Position Number	<input type="text"/>	

**Change View**

\*View By All Time Before  Include Absence  Show Schedule Information


Date 06/06/2021  

Employees For [Redacted] Time Needing Approval Before 06/06/2021 1-1 of 1


 

Time Summary

Demographics



Select	Last Name	First Name	Employee ID	Empl Record	Hours to be Approve
<input type="checkbox"/>	[Redacted]	[Redacted]	V15069092	1	15

**Approval** 

Select All

Deselect All

Approve

Deny

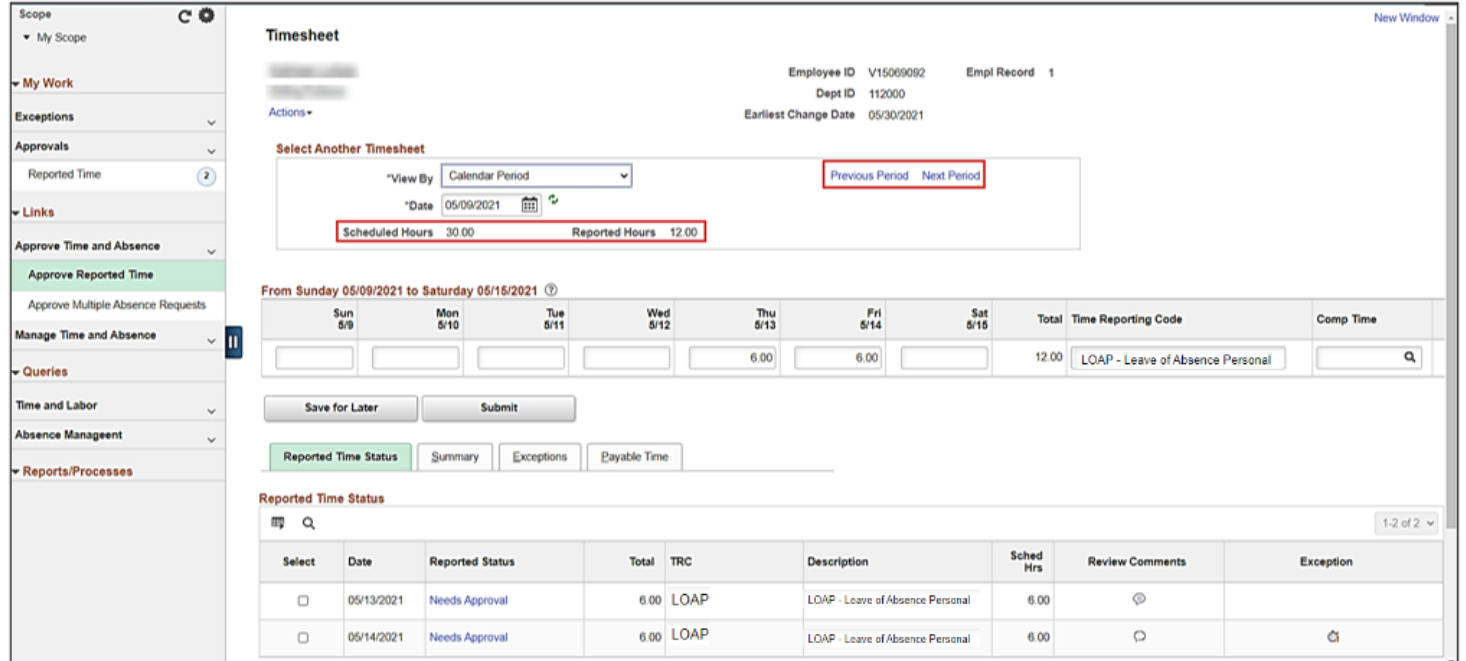
Push Back

## University of South Carolina Time and Labor - MSS Adjust Leave of Absence on Timesheet on Behalf of Exempt Temporary Employee

**Step 8:** To find the timesheet that requires an adjustment, click the **Previous Period** or **Next Period** links to select another timesheet.

**Note:** Exempt temporary employees do not report hours worked, nor do they accrue paid leave hours. The only hours reported on the timesheet are those for which Leave of Absence was taken. Scheduled hours will show the hours the employee is scheduled to work.

**Step 9:** The employee failed to enter their LOAP - Leave of Absence Personal on Wednesday 5/12/2021, but that was part of their time away from work. As the TL/ABS approver, you must adjust the LOAP hours accordingly.



**Timesheet**

Employee ID: V15069092    Empl Record: 1  
Dept ID: 112000  
Earliest Change Date: 05/30/2021

**Select Another Timesheet**

View By: Calendar Period    Previous Period    Next Period

Date: 05/09/2021

Scheduled Hours: 30.00    Reported Hours: 12.00

From Sunday 05/09/2021 to Saturday 05/15/2021

Sun 5/9	Mon 5/10	Tue 5/11	Wed 5/12	Thu 5/13	Fri 5/14	Sat 5/15	Total	Time Reporting Code	Comp Time
				6.00	6.00		12.00	LOAP - Leave of Absence Personal	

Save for Later    Submit

Reported Time Status    Summary    Exceptions    Payable Time

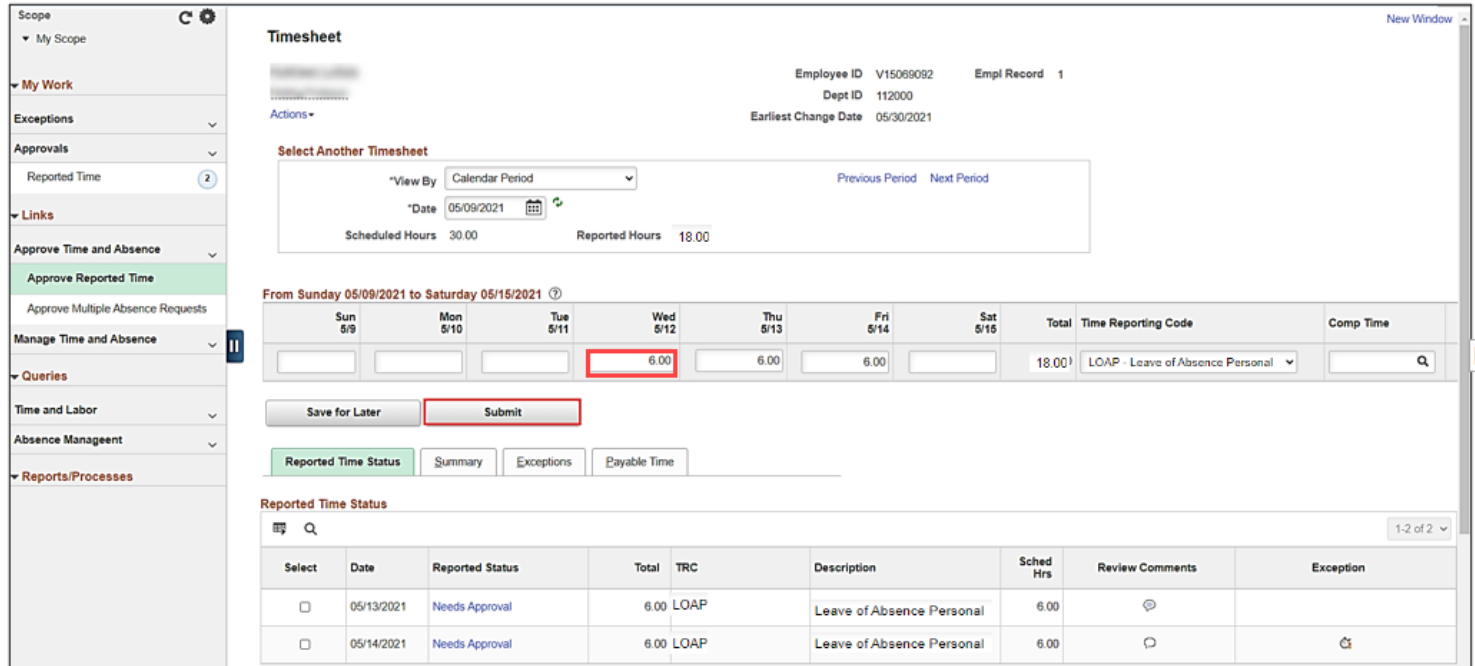
**Reported Time Status**

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Review Comments	Exception
<input type="checkbox"/>	05/13/2021	Needs Approval	6.00	LOAP	LOAP - Leave of Absence Personal	6.00		
<input type="checkbox"/>	05/14/2021	Needs Approval	6.00	LOAP	LOAP - Leave of Absence Personal	6.00		

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**Step 10:** Click in the **Time Entry** field and enter 6 hours of LOAP for Wednesday 5/12/2021.

**Step 11:** Click the **Submit** button to submit the adjusted timesheet.



**Timesheet**

Employee ID: V15069092    Empl Record: 1  
Dept ID: 112000  
Earliest Change Date: 05/30/2021

**Select Another Timesheet**

\*View By: Calendar Period    Previous Period    Next Period  
\*Date: 05/09/2021  
Scheduled Hours: 30.00    Reported Hours: 18.00

From Sunday 05/09/2021 to Saturday 05/15/2021

Sun 5/9	Mon 5/10	Tue 5/11	Wed 5/12	Thu 5/13	Fri 5/14	Sat 5/15	Total	Time Reporting Code	Comp Time
			6.00	6.00	6.00		18.00	LOAP - Leave of Absence Personal	

Buttons: Save for Later, **Submit**

Reported Time Status: Summary, Exceptions, Payable Time

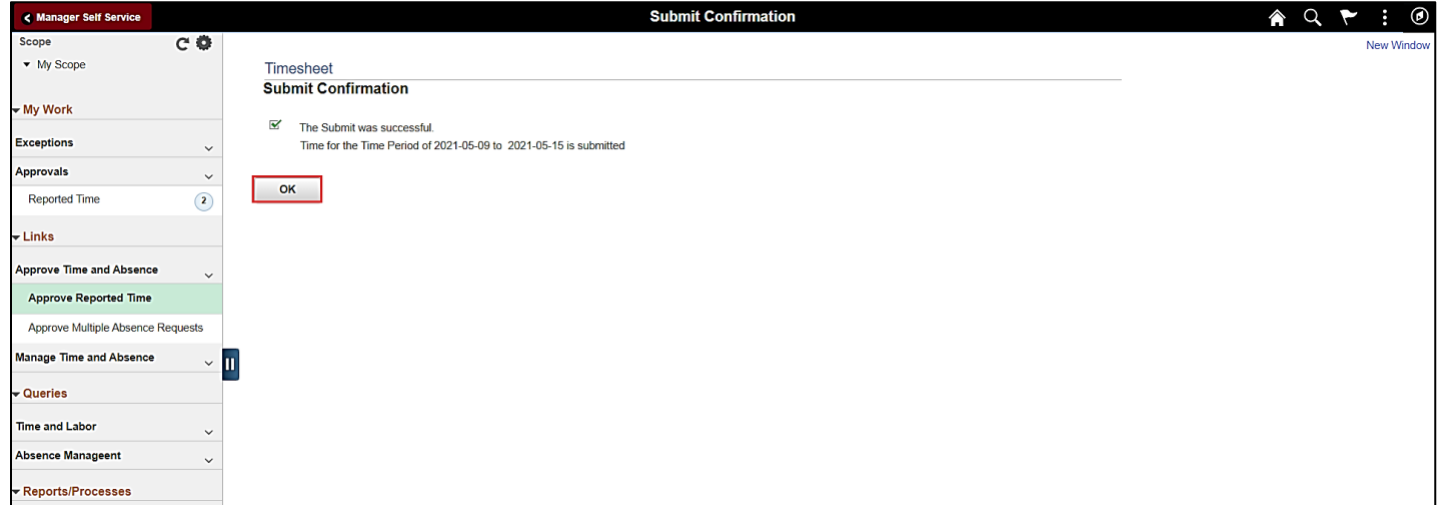
**Reported Time Status**

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Review Comments	Exception
<input type="checkbox"/>	05/13/2021	Needs Approval	6.00	LOAP	Leave of Absence Personal	6.00		
<input type="checkbox"/>	05/14/2021	Needs Approval	6.00	LOAP	Leave of Absence Personal	6.00		

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**Step 12:** This page confirms the successful submission of the adjustment, click the **OK** button to return to the Timesheet page.

**Note:** Steps 1-12 were for adjusting the timesheet on behalf of the employee. As the manager you must also approve the adjusted timesheet.





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**Step 14:** The adjustment is now ready for approval.

To learn how to approve timesheets, please view the job aid titled **Approve a Timesheet**.

You successfully learned how to adjust leave of absence on a timesheet on behalf of an exempt temporary employee.

Scope ⚙️

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- ▼ Queries
- ▼ Time and Labor
- ▼ Absence Management
- ▼ Reports/Processes

### Timesheet

Employee ID V15069092    Empl Record 1

Dept ID 112000

Earliest Change Date 05/09/2021

Actions ▾

Select Another Timesheet

\*View By Calendar Period Previous Period Next Period

\*Date 05/09/2021 📅

Scheduled Hours 30.00    Reported Hours 18.00

From Sunday 05/09/2021 to Saturday 05/15/2021 ?

Sun 5/9	Mon 5/10	Tue 5/11	Wed 5/12	Thu 5/13	Fri 5/14	Sat 5/15	Total	Time Reporting Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	6.00	6.00	6.00	<input type="text"/>	18.00	LOAP - Leave of Absence Personal

Save for Later    Submit

Reported Time Status   
Summary   
Exceptions   
Payable Time

#### Reported Time Status

🔍

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Review Comments
<input type="checkbox"/>	05/13/2021	Needs Approval	6.00	LOAP	Leave of Absence Personal	6.00	🗨️
<input type="checkbox"/>	05/14/2021	Needs Approval	6.00	LOAP	Leave of Absence Personal	6.00	🗨️

New Wi

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June 2021